

**MINUTES
of the
THIRD MEETING
of the
CAPITOL BUILDINGS PLANNING COMMISSION**

**December 11, 2012
Santa Fe**

The third meeting of the Capitol Buildings Planning Commission (CBPC) was called to order by Secretary Edwynn L. Burckle, co-chair, on December 11, 2012 at 1:37 p.m. in Room 311 of the State Capitol.

Present

Edwynn C. Burckle, Secretary of General Services, Co-Chair
Tom Church, Designee for Alvin C. Dominguez, Secretary of Transportation
Representative Brian F. Egolf, Jr., Designee for Representative Ben Lujan
Veronica N. Gonzales, Secretary of Cultural Affairs
Elaine Olah, Designee for Ray Powell, Commissioner of Public Lands
Debbie Romero, Designee for Tom Clifford, Secretary of Finance and Administration
Patrick Simpson, Designee for Petra Jimenez Maes, Chief Justice of the New Mexico Supreme Court
Clarence Smith, Designee for James B. Lewis, State Treasurer
Representative Thomas C. Taylor, House Minority Floor Leader

Absent

Senator Stuart Ingle
Senator Timothy Z. Jennings, Senate President Pro Tempore

Staff

Raúl E. Burciaga, Legislative Council Service (LCS)
Lisa Sullivan, LCS
Tom Pollard, LCS
Cassandra Jones, LCS
Chuck Gara, Director, Property Control Division (PCD), General Services Department (GSD)

Guests

The guest list is in the meeting file.

Handouts

Handouts and other written testimony are in the meeting file.

Tuesday, December 11

Call to Order; Approval of Agenda

The commission voted unanimously to approve the agenda.

Adoption of July 30, 2012 Minutes

Upon a motion by Ms. Olah, seconded by Representative Taylor, the commission voted unanimously to approve the minutes of the July 30, 2012 meeting of the CBPC.

Strategic Asset Management Goals and Activities

Mr. Gara presented two handouts, which are posted on the legislative web site, and reminded the commission that Executive Order 2012-023 requires of state agencies what SB 83 (2012), which was vetoed by the governor, would have required from all branches of government regarding the master planning of facilities. He told the commission that these master plans are very important in asset management. Mr. Gara emphasized the importance of condition assessments for future planning, as well as the importance of a revenue stream rather than piecemeal funding for maintenance.

In response to questions from a commission member, John Petronis, Architectural Research Consultants (ARC), told the commission that in the past, ARC made four recommendations to the commission, two of which were approved by the commission and are in the process of being implemented. Mr. Gara, Mr. Petronis and Andy Aguilar, ARC, discussed the benefits and consequences of leasing versus buying buildings. Mr. Gara and Secretary Burckle discussed PCD initiatives to reduce the state footprint regarding owned and leased facilities.

ARC Status Update on Planning Activities

Mr. Aguilar presented a handout, which is posted on the legislative web site, and told the commission that ARC, in conjunction with the LCS, sent inventory data spreadsheets to agencies in August and sent reminders to unresponsive agencies in November. Agencies were asked to review the data and indicate any suggested changes and to provide their full-time-equivalent (FTE) employee information. As of December 7, 2012, 68 agencies had responded, which represents 67% of the total contacted agencies. Thirty-eight agencies indicated some minor changes, and 62 agencies have provided some level of FTE data. The inventory web site was accessed by state users 428 times in September, 491 times in October and 161 times in November. Other users accessed the site 669 times in September, 198 times in October and 313 times in November. Mr. Petronis told the commission that ARC is currently analyzing the statewide inventory and working on recommendations for steps to develop and implement a strategic overall statewide master plan.

Mr. Petronis reminded the commission that ARC's contract requires ARC to:

- conduct a strategic analysis to identify opportunities and constraints to the provision of efficient and effective services to the public and to co-locate agencies where

- possible and reduce overall recurring expenditures to the state;
- identify potential strategies to strategically manage state assets by considering agency mission requirements, the costs of ownership and operation, evaluation of the adequacy and condition of current state-owned and state-leased facilities and properties, and other factors;
 - capitalize as much as possible on the previous work of the CBPC;
 - consider local government planning provisions that may affect the state's long-range space needs and facilities master plans;
 - identify location assignment criteria for state agencies and employees;
 - collect pertinent local government growth impact information that assists in identifying master plan alternatives for expansion, land and facility acquisitions and possible upgrades of existing space; and
 - prepare and present recommendations to the CBPC regarding future steps to take to develop and implement a strategic overall statewide master plan.

Mr. Petronis informed the committee that ARC has also made minor updates to the user guide for the life-cycle cost analysis application to reflect revisions made at the request of CBPC staff.

In response to questions from members of the commission, Mr. Petronis clarified that inventory spreadsheets were sent to 102 agencies, including those under PCD purview and those that are not under PCD purview. Mr. Petronis also clarified that Higher Education Department facilities are not included in the statewide inventory.

Secretary Burckle requested that ARC provide him with a list of agencies under the PCD that have not responded to the data verification requests.

Members of the commission discussed the importance of taking into account space usage when trying to reduce the footprint of government buildings. In response to questions from the commission, Mr. Aguilar stated that buildings on or eligible for the historic register are identifiable in the statewide inventory.

GSD/PCD Updates and Potential Legislation

Mr. Gara told the commission that the state has reduced FTEs by approximately 14%, according to the Legislative Finance Committee. Mr. Gara told the commission that the reduction in FTEs has not been accompanied by a reduction in space usage. The PCD is making efforts to reduce the amount of government space that is being used. The PCD has put out a request for proposals to assess buildings in Santa Fe and how well they are being utilized. Nine proposals have been received. Mr. Gara discussed specific cases where consolidation of space has been achieved. Members of the commission discussed energy reduction measures undertaken by the PCD.

Infrastructure Capital Improvement Plan (ICIP) Updates

Mr. Gara told the commission that ICIP hearings with executive agencies had recently occurred. A new scoring matrix for capital outlay projects allows projects to be analyzed more thoughtfully. It is estimated that \$223 million will be available for capital outlay projects. Over \$700 million in requests have been submitted.

Cultural Affairs Department (CAD) Capital Outlay Needs

Secretary Gonzales introduced Lisa Vornholt, capital facilities manager for the CAD, to the commission. The secretary told the commission that the CAD's mission is to protect New Mexico's cultural heritage, which includes protecting many buildings. The CAD is responsible for eight monuments that consist of more than 180 buildings. Many facilities are historic buildings. Secretary Gonzales told the commission that the CAD is requesting money for specific needs, including \$10.4 million for repairs and maintenance of cultural facilities; \$3.2 million for completion of cultural facilities; \$2.7 million for equipment; \$1 million for exhibit upgrades; and \$300,000 for expansions, acquisitions and planning.

Members of the commission discussed the CAD request. The commission also discussed the importance of preventative maintenance, CAD responsibilities and specific CAD sites.

Scheduling Future Meetings; Directions to Staff

Commission members discussed future meetings. Secretary Burckle indicated a willingness to postpone scheduling meetings until after the 2013 session and the election of legislative leadership. In response to a question from Secretary Burckle, Mr. Petronis told the commission that ARC will continue its work under its current budget and contract. Secretary Burckle told the commission that he would work with Mr. Burciaga to determine a meeting date and then contact the commissioners.

Public Comment

No public comments were made.

Members of the commission noted that Lemoyne Blackshear, former staff architect for the PCD, has left the PCD in order to work with the Federal Bureau of Investigations. Commission members praised Ms. Blackshear's work.

Adjournment

There being no further business, the commission adjourned at 3:14 p.m.